

## COVID-19 transmission risk assessment – All Offices

Area of building	Types of persons	Risk factors	Risk rating	Mitigating controls	Action Taken
Entrance/Front Door  Back Door (Victoria Road/Regent Street)	Staff Clients Deliveries General Public Staff	Door handle  Door Handle	Low – External Area  Low	Periodically wipe handle with cleaning products Keep door locked to public Doorbell system in place	Hand Sanitiser and at front door for use by client/staff/public Doorbell installed
Corridors (Common Area)	Staff Clients Deliveries General Public	Narrow walkway Difficult to perform social distancing Crossing persons in corridor Light switches	Medium risk	Keep internal doors open Allow 1 person/household into building at any one time Place floor markers showing distancing Use knuckle of finger on switches and wipe after use Landlord of building to implement own measures too	Doors propped open Advice/warning signs in place
Stairwell (Common Area)	Staff Clients Residential Tenant (Penistone)	Narrow stairway Difficult to perform social distancing Crossing on stairway	Medium risk	One person to use the stairwell at a time Wipe handrail with cleaning products following use Landlord of building to implement own measures too	Doors propped open Advice/warning signs in place Sanitiser/wipes readily available
Reception	Staff Clients Deliveries General Public	Close contact face to face meetings Waiting area for clients Staff share office equipment – printer/scanner/firm's stamps Light switches Door handles	High risk	Social distancing achievable Use knuckle of finger on switches and wipe after use Reduce number of chairs in waiting area Floor markers to show distancing Perspex shield round reception desk Do not share pens with clients' 1 pen on client side of Perspex shield to be wiped after use Sanitiser on reception for clients to use Separate sanitiser for receptionist to use Always keep reception door open  Only 3 staff use the equipment in the reception. Only 1 staff member to use at any one time and for equipment to be wiped after use	Doors propped open Advice/warning signs in place Sanitiser/wipes readily Available Shield installed

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Fee Earner's Rooms	Staff Clients	Face to face appointments Office equipment Clients' chairs Light Switches Door handles	High risk	Social distancing achievable Room only used by Fee Earner and clients Perspex shield on desk Clients' chairs to be 2m away from desk Keep door open except when attending clients' Wipe/spray/sanitize after use by a client Do not share pens with clients 1 pen on client side of Perspex shield to be wiped after each use Use knuckle of finger on switches and wipe after use	Removeable shield available Hand sanitiser/wipes available stationery for use by client only on desk Advice/warning signs in view
Kitchen Areas	Staff	Kettle/Toaster/ Taps/Cutlery/ Impossible to perform social distancing	High risk	1 staff member to use at any one time Wipe items once used Use own cutlery Use same cup Always keep door open	Doors propped open Advice/warning signs in place Sanitiser/wipes readily available
Toilet (Ladies)	Staff Clients'	Door handle Taps Facilities Impossible to social distance Light switch	High	Can only be used 1 at a time Sanitiser/wipes after use Keep door open except when in use Use knuckle of finger on switches and wipe after use	Advice/warning signs in place Hand wash/paper towels supplied
Toilet (Gents)	Staff Clients'	Door handle Tap Facilities Impossible to social distance Light switch	High	Can only be used 1 at a time Currently only 1 male staff member in the building Sanitiser/wipes after use Keep door open except when in use Use knuckle of finger on switches and wipe after use	Advice/warning signs in place Hand wash/paper towels supplied
Cellar (Victoria Road/Regent Street)	Staff	Light switch Door handle Difficulty in performing social distancing	Low	Keep internal doors open Allow 1 person in the cellar at any one time Use knuckle of finger on switches and wipe after use	Advice/warning signs in place Sanitiser/wipes available

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Secretary's Rooms (Victoria road/Regent Street)	Staff	Office equipment Light Switches Door handle	High	Social distancing achievable Keep door open Wipe/spray/sanitize Do not share pens etc with other members of staff Use knuckle of finger on switches and wipe after use Wipe down office equipment after use	Hand sanitiser/wipes available Advice/warning signs in view
Attic (Victoria Road)	Staff	Door Handle Difficulty in social distancing	Medium	Keep internal doors open Allow 1 person in the attic at any one time Use knuckle of finger on switches and wipe after use	Advice/warning signs in place Sanitiser/wipes available
Boardroom (Victoria Road) Interview Rooms (Regent Street)	Staff Clients General Public	Face to face appointments Office equipment Clients' chairs Light Switches Door handles	High risk	Social distancing achievable Perspex shield on desk Clients' chairs to be 2m away from desk Keep door open except when attending clients' Wipe/spray/sanitize after use by a client Do not share pens with clients 1 pen on client side of Perspex shield to wiped after each use Use knuckle of finger on switches and wipe after use	Removeable shield available Hand sanitiser/wipes available stationery for use by client only on desk Advice/warning signs in view